

**BY ORDER OF THE COMMANDER  
AIR FORCE MATERIEL COMMAND**



**AIR FORCE INSTRUCTION 13-213**

**AIR FORCE MATERIEL COMMAND**

**Supplement 1**

**2 APRIL 2003**

***Space, Missile, Command, and Control***

**AIRFIELD MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: HQ AFMC/DOBO  
(Mr. William G. Christensen)

Certified by: HQ AFMC/DOB (Mr. Joseph Berube)

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This supplement implements Air Force Policy Directive (AFPD) 13-2, *Air Traffic Control, Airspace, Airfield, and Range Management*, and Air Force Instruction (AFI) 13-213, *Airfield Management*. It expands on the guidance provided in AFI 13-213. It applies to all AFMC organizations that operate or administer functions and facilities for military base operations. This supplement does not apply to Air National Guard or Air Force Reserve units and members.

***SUMMARY OF REVISIONS***

This supplement to AFI 13-213, dated 9 September 02, replaces AFMC Supplement 1 to AFI 13-213 dated, 2 Dec 1997. Changes are too numerous to list individually, review the entire supplement. This supplement incorporates applicable requirements, information, and procedures from the previous AFMC Supplement 1 to AFI 13-213. It eliminates unnecessary guidance and empowers units to individually design and administer self-supporting operational procedures and training programs.

**AFI 13-213, dated 9 September 02, is supplemented as follows:**

1.2. Send all waiver requests through HQ AFMC/DOB, 4375 Chidlaw Rd, Bldg 262, Room S143, Wright-Patterson AFB OH 45433-5006. For AFMC organizations without an assigned Operations Group Commander (OG/CC), the Host Wing Commander will be the endorsing level for all waiver requests.

2.1.2.2. Aircrew transportation must be provided to all transient aircrews.

2.1.2.9. Recent airfield management activities (active/passive) in support of the local Bird Aircraft Strike Hazard (BASH) plan will be briefed. Also identify at the AOB any and all airfield related problems encountered, and/or bird/animal trends documented during daily airfield inspections/checks. Airfield BASH status, to include the status of bioacoustic/pyrotechnic equipment will be included as an agenda item at all AOB meetings. The CAM will ensure that AOB meeting minutes reflect any BASH related issues/problems.

2.1.2.10. The CAM will ensure current airfield and BASH status is relayed to local and tenant flying units as well as all Airfield Operations facilities.

2.1.2.24. The CAM will ensure an adequate number of BASH munitions are on hand to mitigate wildlife hazards.

2.1.2.24.1. The CAM will brief the BHWG on any trends relating to airfield management's responsibilities in the local BASH program. Areas of concern include, but are not limited to, problems encountered with base agency support, funding issues/problems, bird and/or animal trends identified during airfield inspections and checks, and current FLIP entries regarding bird/animal cautions. Ensure BASH meeting minutes reflect this briefing.

2.1.2.24.2.1. An airfield check will be accomplished when any agency reports bird activity on, near, or around the airfield. A check of the airfield will also be performed whenever Airfield Management Operations is notified of an active runway change. Included, but not limited to this check, will be an inspection of the arrival and departure end of the newly designated runway for airborne, standing, roosting, or grazing birds.

2.1.2.25.3. Maintain a copy of all MAJCOM approved airfield lighting waivers.

2.1.2.26.3. Coordinate with Security Forces for impact on flightline security operations.

2.1.2.27.2. Coordinate with Security Forces for development of any changes in aircraft parking plans or other special projects.

2.1.2.29.2. Coordinate with Security Forces to ensure snow removal does not interfere with security plans, procedures, intrusion detection systems, and ability to detect intruders near aircraft parking areas.

2.4.2.8. Brief the results of this review and document completion at the monthly TRB.

2.7.2.1. For AFMC units without OG/CCs, the Host Wing Commander will be the waiver authority. Submit a copy of all Wing or Operations Group Commander approved waivers to HQ AFMC/DOB, 4375 Chidlaw Rd, Bldg 262, Rm S143, Wright-Patterson AFB OH 45433-5006.

2.7.2.2. HQ AFMC/DOB must coordinate on all waiver requests to AFI 36-2101 requirements.

3.1.2. The following are the hours of operation for AFMC base operations facilities that are open less than 24 hours:

Edwards AFB, CA (KEDW)	0600L - 2200 L (7 Days)
Arnold AFB, TN (KAYZ)	AS REQUIRED
Eglin Aux. Field 3 (Duke Field)	0900L - 2400L (Mon thru Fri, closed weekends & Hol)
Plant 42, Palmdale CA (KPMD)	0530L – 2200L (Mon thru Fri, closed weekends & Hol)
Kirtland AFB, NM (KABQ)	0700L - 2100L (Mon thru Fri)
	0800L - 1700L (Sat & Sun)

3.2.3. All AFMC AM Ops facilities will maintain a VHF radio.

3.2.4. Ensure a telephone patch capability exists either in base operations or command post so that pilots or aircrew members of airborne emergency aircraft may communicate, if required, directly with technical assistance personnel.

3.2.9. Aircraft movements are recorded daily on AFMC Form 226, **Aircraft Traffic Log**, a locally produced equivalent, or an HQ AFMC/DOB approved computer generated process. Units will maintain these logs for a minimum of 90 days.

3.3.6.4. AFMC Form 459, **Aircrew Quality of Service Questionnaire**, or a locally produced equivalent, shall be made available in a conspicuous area of AM Ops, for aircrews to evaluate the quality of service AFMC organizations are providing. The Operational Support Squadron (OSS) Commander or designated representative will be responsible for monitoring this program and providing feedback to the applicable organizations. Maintain these forms for a minimum of one year. Surveys of unit, tenant pilots, and aircrews should be routinely conducted to determine quality of existing facilities, programs, and services. This data can be used to provide additional support and justification for funding of airfield/equipment repair and or upgrade (rubber removal, signs, lighting, painting, ops vehicle, sweeper, flight planning room, etc.).

3.3.6.5. (Added) AF Form 853, **Air Force Bird Strike Report**.

4.3.3.7. The host OSS/CC is the approval/disapproval authority for all military/DOD civilian POV requests. POV flight-line access will be based upon mission need only.

5.1. Eglin, Edwards, Kirtland, Arnold, Robins AFB's and AF Plant 42, Palmdale Ca, are not required to maintain a decelerometer or report RCRs.

6.1.1.1. The Airfield Manager must notify AFMC/DOB promptly by telephone of any airfield closures caused by an aircraft incident or severe weather.

6.2.1.1. Approval authority for airfield restrictions of seven days or less is granted to the Wing Commander of each AFMC organization. Submit requests for all airfield restrictions in excess of seven days to HQ AFMC/DOB for approval. All approval requests submitted to HQ AFMC/DOB must indicate Wing CC concurrence. Coordinate all restrictions with local and tenant flying units to deconflict mission scheduling. Procedures outlined in Para 6.2 through Para 6.2.2.4 of AFI 13-213 must also be adhered to.

7.2.6. All AM Ops (including contractor) personnel will complete this written or practical testing. Results of this testing will be briefed and documented at the TRB.

7.2.12. 5 and/or 7 skill level CDCs will be provided to DOD civilian employees at their request.

A3.1.1.6. AM Ops personnel in conjunction with the BHWG and the Host Wings Flying Safety Office will accomplish the Self-Inspection checklist at Attachment 2 of AFPAM 91-212. This checklist shall be accomplished as a minimum annually, or prior to the start of bird migration periods. Results of this checklist will be briefed to members of the AOB. A copy of the BHWG meeting minutes reflecting completion of this checklist will be forwarded to HQ AFMC/DOB, 4375 Chidlaw Road, Bldg 262, Rm S143, Wright-Patterson AFB OH 45433-5006.

A3.3.1. A joint airfield inspection will be conducted semi- annually with, as a minimum, the CAM, AOF/CC, TERPS, Safety, and CE representatives participating. Results of this semi-annual inspection will be briefed at the AOB.

DAVID BOND, SES  
Deputy Director of Operations